



EXHIBITORS' MANUAL

37th
Annual Congress of the
European Association of Nuclear Medicine

HAMBURG

OCTOBER 19-23, 2024

eanm24.eanm.org



EANM EXHIBITORS' MANUAL 2024

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DEADLINE OVERVIEW

- Letter of Acknowledgement June, 7 2024
- Submission of Construction Plan June, 7 2024
- MAW Online Orders: June, 28 2024
- Graphics and Lettering June, 28 2024
- Suspension Points June, 28 2024
- Working passes June, 28 2024
- Overtime for stand building August, 1 2024

MAW Exhibition Services – online portal: <https://forms.media.co.at/eanm24>

*The EANM Exhibitors' Manual 2024 is provided by the official Exhibitors' Support Service Company:
MAW – Medizinische Ausstellungs- und Werbegesellschaft / International Exhibitions & Advertising,
 indicated as „MAW“ in the following pages.*



LETTER OF ACKNOWLEDGEMENT

No orders for services will be processed until this document has been returned!

FIRST and LAST NAME _____

representing _____

Please print your COMPANY NAME here

by my signature below I hereby certify that:

- I have completely read the EANM'24 Exhibitors Manual.
- I understand all rules and regulations as outlined in the EANM'24 Exhibitors' Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the EANM'24 Exhibitors' Manual.
- It is my responsibility to comply with all the local and European laws, and EANM / MAW bears no responsibility for the compliance or enforcement of such laws.
- I am authorized to sign this document on behalf of my company.

If applicable, please let us know the names of your stand building company and agency authorized to work on your behalf, so we can keep them informed and forward all necessary material to them. Please specify their fields of responsibilities. Thank you for your cooperation.

Stand building company

Company: _____

Contact: _____

Address: _____

Phone: _____

E-Mail: _____

Responsibilities: _____

Agency

Company: _____

Contact: _____

Address: _____

Phone: _____

E-Mail: _____

Responsibilities: _____

Please return this document to MAW by E-mail eanm@media.co.at until June 7, 2024 at the latest.

Place, Date

Company's stamp and signature of official representative as designated above





Dear Exhibitor,

We cordially invite you to the EANM'24 Congress in Hamburg, Germany. The document also comprises the link to order additional services. Please forward this manual and its attachments to your stand builders/agencies and read carefully to ensure no important information gets lost. We are at your disposal for any questions that may arise.

1 CONGRESS VENUE

1.1 VENUE ADDRESS:

CCH - Congress Center Hamburg,

Congressplatz 1
 20355 Hamburg
 Deutschland

1.2 DELIVERY DETAILS

Delivery entrance: Tiergartenstrasse 2, Entrance H, 20355 Hamburg, Germany

Dimensions – delivery entrance doors: Clear gate access: 4 m x 4 (w x h)

For trucks up to 7,5 t: Tiergartenstrasse 2, Entrance H Level -1

Dimension gate to goods lift to Hall H: 2,49m x 2,66m (w x h)

For Full and Half Trailer Loads to arrive during official move-in period

Fairground Address:

Exhibitors Name:

Hall/Booth No.:

c/o IML – Messe Logistik GmbH/Kühne + Nagel (AG & Co.) KG

Congresspl. 1, 20355 Hamburg, Deutschland

Notify: EANM2024 / Exhibitors Name / Hall H, Saal 3 or Foyer 3+H / Stand Number

For deliveries / shipments, parcels with courier service or freight forwarder (Groupage shipments)

Warehouse Address:

IML - Messe Logistik GmbH

Austria Center Vienna

Bruno-Kreisky-Platz 1, 1220 Vienna, Austria

Notify: EANM2024 / Exhibitors Name / Hall H, Saal 3 or Foyer 3 + H / Stand Number

Please note: All vehicles for direct-delivery/pick up on set up/dismantling have to be registered – please submit the completed “TIMESLOT REQUEST FORM” to IML – this is obligatory!!

For all detailed information regarding shipments, tariff information etc. please refer to the shipping manual.

Please note: For in-house transport costs will apply.

For detailed information regarding general information freight forwarder, shipping instructions, shipping deadlines and tariff information please refer to the detailed **IML documents.**



Advanced Warehouse Address:

IML - Messe Logistik GmbH
Austria Center Vienna
Bruno-Kreisky-Platz 1, 1220 Vienna, Austria

Notify: EANM2024 / Exhibitors Name / Hall H / Stand Number

Please note: All vehicles for direct-delivery/pick up on set up/dismantling have to be registered – please submit the completed “TIMESLOT REQUEST FORM” to IML – this is obligatory!!

For all detailed information regarding shipments, tariff information etc. please refer to the shipping manual.

The usage and driving of forklifts is restricted to IML, handlifts are allowed.

For further details and deadlines please see IML Shipping Information:

<https://www.iml-vienna.at/eanm2024/>

If you need assistance, you can contact IML:

IML-Messe Logistik GmbH
Contact: Mr. Karma Knoll
Phone: +43 676 842 118 203
E-mail: eanm@iml-vienna.at

Parking of private cars

Private cars can be parked at additional cost in the parking garage of the Congress Center Hamburg (max. clearance height: 2m). Kindly note that due to construction work only a very limited number of parking spaces will be available.



2 EXHIBITION TIME SCHEDULE

Please note that the official working hours must be adhered strictly otherwise overtime costs arise by the Congress Center and will be charged accordingly to the respective Exhibitor/stand builder!
Overtime requests must be inquired until August 1, 2024.

2.1 SET-UP

Wednesday, October 16, 2024*: 08:00 – 20:00

For Exhibitors over 100 sqm exhibition space.

For Exhibitors less than 100 sqm upon prior request, as approval is needed!

Thursday, October 17, 2024: 08:00 – 20:00

Friday, October 18, 2024: 08:00 – 22:00

Saturday, October 19, 2024: 08:00 – 17:00

Please note: Small waste – NOT CONSTRUCTION WASTE - has to be out on Saturday by 15:00 hrs and ready for pick up in the aisles.

2.2 EXHIBITION OPENING HOURS

Sunday, October 20, 2024 09:00 – 17:00

Monday, October 21, 2024 09:00 – 17:00

Tuesday, October 22, 2024 09:00 – 17:00

ACCESS HOURS FOR EXHIBITORS

Sunday, October 20, 2024 07:30 – 18:00

Monday, October 21, 2024 08:00 – 18:00

Tuesday, October 22, 2024 08:00 – 22:00

Attention: During set-up and dismantling only persons with working passes are allowed to enter. Only persons with exhibitor OR hybrid (industry/scientific) badges will be granted access to the Exhibition Hall prior to / after the official Exhibition Opening Hours.

Please note that all persons accessing the halls/exhibition space during the setup must also be wearing **personal protective equipment, as this is mandatory during set-up.** This means a **reflective safety vest and hard-soled shoes** (runners, heels, ballet flats, sandals, etc. will not be permitted). Additionally, and depending on the stage of buildup, if rigging and crate removal procedures are still taking place hard hats may be required. In case your group does not have the required personal protective equipment, there is a high chance that they will be denied access to the exhibition halls during set up.

2.3 DISMANTLING

Tuesday, October 22, 2024 18:30 – 22:00

Wednesday, October 23, 2024 08:00 – 22:00

Thursday, October 24, 2024 08:00 – 14:00

After aisles-carpet removing dismantling starts. All Exhibitors storing their empty crates with IML will have them ready at their booths as soon as possible. Certain times cannot be guaranteed and waiting times must be considered!



2.4 EXHIBITORS SUPPORT SERVICE DESK

Wednesday, Oct. 16	08:00 – 20:00	Monday, Oct. 21	08:00 – 18:00
Thursday, Oct. 17	08:00 – 20:00	Tuesday, Oct. 22	08:00 – 20:00
Friday, Oct. 18	08:00 – 20:00	Wednesday, Oct. 23	08:00 – 20:00
Saturday, Oct. 19	08:00 – 18:00	Thursday, Oct. 24	08:00 – 14:00
Sunday, Oct. 20	07:30 – 18:00		

2.5 CONGRESS OFFICE AND REGISTRATION DESK

Congress Office opening times:		Registration Desk opening times:	
Saturday, Oct. 19	07:30 – 18:00	Saturday, Oct. 19	07:30 – 22:00
Sunday, Oct. 20	07:30 – 18:00	(from 18:00 Opening Ceremony & Welcome Reception)	
Monday, Oct. 21	07:30 – 18:00	Sunday, Oct. 20	07:30 – 18:00
Tuesday, Oct. 22	07:30 – 18:00	Monday, Oct. 21	07:30 – 18:00
Wednesday, Oct. 23	07:30 – 12:00	Tuesday, Oct. 22	07:30 – 18:00
		Wednesday, Oct. 23	07:30 – 12:00
		(from 11:45 Closing Ceremony & Farewell Cocktail)	

3 IMPORTANT CONTACTS

- Congress Organisation, Registration, Exhibition, Sponsoring**
 EANM Executive Office
 Schmalzhofgasse 26, 1060 Vienna, Austria <https://eanm24.eanm.org>
 Phone.: +43-(0)1-890 44 27, Fax: +43-(0)1-890 44 27-9
 Contact: Mr. Andreas Felser, Congress Manager, E-mail: a.felser@eanm.org
 Mr. Alexander Berger, Congress Management, E-mail: a.berger@eanm.org
Congress Website: <https://eanm24.eanm.org>
- Exhibitors Support Service**
 MAW – Medizinische Ausstellungs- und Werbegesellschaft
 International Exhibitions & Advertising
 Freyung 6/3/3, 1010 Vienna, Austria
 Phone: +43-(0)1-536 63-81, -84, Fax: +43-(0)1-535 60 16
 E-mail: eanm@media.co.at
 Contact: Stand approval, general questions: Ms. Jasmin Amon (-81)
 Administration of orders: Ms. Jasmin Amon (-81), Ms. Christina-Viktoria Dietz (-84),
 Ms. Natalie Ubl (-75)
 MAW Exhibition Services – online portal: <https://forms.media.co.at/EANM24>
- Accommodation**
 ENITED Business Events
 Phone: +43-(0)1-409 56 31-0
 E-mail: eanm24@enited.eu
 Contact: Ms. Rosa B. Reyero
- Recommended Freight Forwarder, Customs Broker and On-site Handling Agent**
 IML-Messe Logistik GmbH
 Contact: Mr. Karma Knoll
 Phone: +43 676 842 118 203
 E-Mail: eanm@iml-vienna.at



- **Exclusive Caterer for Exhibition Stands and Lunch Symposia:**

Käfer Service Hamburg GmbH
 c/o Hamburg Messe und Congress GmbH
 Messeplatz 1
 20357 Hamburg
 E-Mail: catering-hamburg@feinkost-kaefer.de
 Contact: Christiane Krohn
 Phone: +49 40 3569-32 17
<https://www.standcatering-hamburg.com/en/>

- **Lead Retrieval System**

CTI Meeting Technology GmbH
 Nussdorfer Strasse 20/22
 1090 Vienna, Austria
 Phone: +43 1 319 6999-18
 Email: t.dworschak@ctimeetingtech.com

4 EXHIBITOR REGISTRATION / CONGRESS REGISTRATION

The related information will be sent to you by separate e-mail.
 For any questions, please contact:

EANM Executive Office

Schmalzhofgasse 26, 1060 Vienna, Austria
 Phone: +43-(0)1-890 44 27, Fax: +43-(0)1-890 44 27-9
 Contact: Ms. Petra Neubauer, Registration Services, E-mail: registration@eanm.org

5 WORKING PASSES / WRIST BANDS

It is obligatory to order Working Passes / Wrist Bands for the period of set-up and dismantling in order to gain access to the venue. Wrist bands will be handed out at the EANM Exhibitor Service Desk. The Wrist Bands are not valid during the official congress opening hours. Please use the respective form (<https://forms.media.co.at/EANM24>) to let us know how many Wrist Bands you need **until June 28** at the latest.

6 LOGISTICS (ACCESS, SCHEDULE, PARKING)

EANM appointed IML – Messe Logistik GmbH as international freight forwarder, customs broker and on-site handling agent. EANM strongly recommends the use of IML. The following advantages will result in using the appointed freight forwarder:

- Best possible coordination of your transport and on-site handling
- In time delivery to your booth
- Specialized in transport for congress and exhibitions
- Reliable, good international partners and network
- Perfect knowledge of the congress center
- Storage and handling facilities for empty boxes



If you arrange the complete transport and delivery with handlifts to your booth by yourself or with your stand building company, you have free access to your booth. The use of own forklifts outside and inside the exhibition halls is forbidden due to security reasons.

You can order forklift service with IML.

6.1 ACCESS INSTRUCTION

Trucks must leave immediately after unloading.

All truck drivers must check in on-site at the IML on-site office upon arrival. They will be directed to the unloading / reloading position as soon as a spot is available. All truck drivers must stay at their trucks. **NO PARKING OF TRUCKS AT THE UNLOADING / RELOADING POSITION!**

If you offload / reload and handle the material on your own, please make sure not to block others. Security staff will be on duty to secure a smooth offloading / reloading process.

Please separate in advance the boxes for machines / IT equipment etc. (Priority 1) that you will need first from the stored boxes, to be followed by the other booth structure boxes needed later.

Please note that your trucks must leave the loading position near your booth area immediately after loading. The trucks cannot stay in the loading area for a longer period or overnight.

The Exhibitor / stand builder must leave the stand area cleared and the floor cleaned. Exhibits which are not removed by the end of the dismantling period shall be removed and destroyed at the Exhibitor's expense and risk. The Exhibitor must remove all construction waste (e.g. wooden panels, floor elements, carpet rolls, etc.) of the booth after dismantling! Otherwise, removal and cleaning costs will be charged automatically to the Exhibitor (who is the contract partner; not to the stand building company) after dismantling. Please advise your stand builder accordingly!

Repair of damage to the exhibition area shall be charged to the Exhibitor and may be carried out only on the lessor's instructions and by firms commissioned by the latter.

6.2 SCHEDULE

Because of limited space in the loading area only 2-3 trucks may unload at the same time. Due to the show-site requirements, IML is working on an unloading / reloading schedule. Time slots granted depend on the size and the location of the booth and the size of the shipment. Exhibitors and stand contractors have to contact IML – Messe Logistik GmbH as soon as possible with the following information:

- Name of exhibitor and/or stand contractor
- Size of shipment
- Requested date and time of delivery

After reconfirmation we ask you for the following information:

- On-site contact name and cell phone no.
- Truck plate no.
- Carrier's name
- Driver's contact name and cell phone no.

6.3 TRUCK PARKING

Trucks must leave immediately after unloading. There is no parking possibility on the premises of the congress center. The following link could be helpful to find possible parking areas in Europe:

<https://app.truckparkingeurope.com>



6.4 STORAGE

The appointed forwarding agent IML will also handle and provide storage space during the exhibition and will return properly marked material on completion of the meeting. Fire prevention regulations require that material such as paper, etc. must be completely stored in the packing boxes. Material not in accordance with these regulations will be disposed of by the cleaners.

7 EANM RULES AND REGULATIONS / LIABILITY

- **Exhibition Hours**

EANM determines the opening hours for the exhibition for each congress individually.

- **Noise**

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the Exhibitors, or which may interfere with or be felt objectionable by attendees or other Exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. EANM reserves the right to ask Exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organizers.

- **Stand Activities**

Any presentations with “session character” at the stand are prohibited during the official scientific core program but may take place during coffee breaks. A request to hold such presentations must be submitted to the organizers for approval and EANM reserves the right to check on-site. Please contact the EANM Executive Office (a.berger@eanm.org).

- **Photographing, Filming and Audio Recording within the Congress Centre**

Photographing, filming and audio recording in the exhibition halls is not permitted at any time. However, exhibitors may take photographs of their own stands. EANM does not offer a photographer for hire.

- **Photographing, Filming and Audio Recording of Sponsored Lunch / Satellite Symposia**

A company holding a symposium has the exclusive right to organize filming and audio-recording of its symposium either through an own technical supplier (incl. photos) or the official Audio-Service-Supplier of the venue. Please contact the EANM Executive Office (a.berger@eanm.org).

- **Give-aways and Printed Materials**

‘Give-aways’ and printed materials may only be distributed in the space rented by the Exhibitor in the exhibition hall, in company meeting rooms (and not in the aisles in front of the meeting rooms!) or at satellite symposia. No such material may be distributed or displayed in any other area of the congress center, any official EANM hotels or other venues used by EANM. Unauthorized displays will be removed and a penalty of € 1,000. - up to € 5,000. - (depending on the amount of material and the area of display) will be charged. Companies may only offer gifts of educational or scientific value. Product identification is permitted on ‘giveaways’. It is the company’s responsibility to also adhere to any restrictions and/or limitations that may be applicable according to the legislation of the host country of the congress. Contests, lotteries, raffles are subject to prior approval by EANM.

- **Advertising and Promotion of Sponsored Lunch / Satellite Symposia during the Congress**

Symposia programs and invitations may only be distributed in the space rented by the Exhibitor in the exhibition hall, in company meeting rooms, and at the entrance to the Symposium Hall right before the start of the session.



- **Space Integrity / Promotional Activities**

Exhibitors are prohibited from publicising, distributing, canvassing and/or maintaining any activities, inducements, demonstrations, materials or displays outside the space assigned to them.

- **Product Disclaimer**

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by EANM.

- **Installation of Exhibits**

Any exhibit that is not unpacked by the end of set-up time will be placed in storage and cannot be returned until the close of the exhibition on the first day. No waste may be placed in the aisles after the final cleaning. Please do not litter the floor in the booths or aisles after cleaning.

- **Dismantling**

No packing or dismantling of exhibits will be permitted prior to the published dismantling time.

- **Insurance**

Insurance on all exhibits remains in the responsibility of the exhibitor. Neither EANM, nor its agents or assignees will assume any responsibility for property loss, damage, personal injury, or other claims related to the exhibitor's space. Exhibitors are required to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

- **Other Prohibited Practices**

- Operation of unprotected X-ray equipment, UV sources or sources of ionising radiation.
- Use of billboard advertisements and/or display of signs outside the exhibit area unless approved by the EANM.
- Entry into another exhibitor's booth, examination or photographing of another exhibitor's booth without permission.

- **Liability**

Neither EANM, MAW, IML, CCH, nor any of their officers, agents, employees or other representatives shall be held liable for, and are hereby released from any damage, loss, harm or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from EANM, MAW, IML or CCH, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend and hold harmless EANM, MAW, IML or CCH and their respective owners, directors, officers, employees, agents and representatives, from any and all claims, demands, suits, liability damages, loss, costs, attorney's fees and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees or other representatives. Neither EANM, MAW, IML nor CCH shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. The Exhibitor understands that neither EANM, MAW, IML nor CCH maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

The stands may be used only for exhibiting and advertising the Exhibitors' own products in accordance with applicable laws and regulations.



The EANM Congress Organisation will not attempt to settle disputes between Exhibitors over issues such as trademark violations, sign cop and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders.

Advertising / promoting a specific product does not mean acceptance by EANM and it is the full responsibility of the Exhibitor to ensure that it is in accordance with Austrian, German, and European law, where applicable.

Although security staff is appointed, neither EANM, the congress venue, nor MAW or their agents can assume responsibility for any loss or damage to booths, equipment, or personal belongings on-site.

8 STAND BUILDING REQUIRMENTS AND RULES

Two-Storey Booths (Double Deck Buildings) are not allowed at the EANM. The safety and stability of the booth construction and all used material is the sole responsibility of the Exhibitor and his stand building company. Neither MAW, EANM nor the venue take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the Exhibitor and his stand building company to have proper liability insurance.

8.1 VENUE SPECIFICATIONS / HALL INFORMATION

The Exhibitor has to comply with the CCH in house rules and regulations.

(<https://forms.media.co.at/EANM24>)

Main entrance to the venue: Entrance Level

Exhibition area: Hall H, Foyer 3 + H, Saal 3

Standard stand building height: 2,50 m (incl. platform)

When bringing in heavy machines and positioning please let us know in order to guarantee floor panels are used to distribute the weight accordingly. You have to bring your panels for weight distribution, there is no material onsite to use.

It is recommended to use the unloading services of the freight forwarder IML. Please contact IML as soon as possible – eanm@iml-vienna.at

Halle H:	Saal 3:	Foyer 3 + H
Floor: asphalt	Floor: parquet	Floor: parquet
Maximum load: 1500 kg /sqm	Maximum load: 500 kg /sqm	Maximum load: 500 kg /sqm
Max. Height: 6m	Max. Height: 3m	Max. Height: 5m

- **Aisles**

All exhibitors are asked to keep the aisles free of their working material during the set-up and dismantling. For main aisles a minimum width of 1,2 – 1,5m should be always guaranteed.

- **Escape Ways**

All entrance and exit doors to the halls, including emergency exits, escape routes, passageways, staircases, etc., must be kept free and unobstructed at all times in their complete width.

- **Flooring**

It is mandatory to cover the floor space of your stand. If you do not bring your own carpet, it is obligatory to order it with the appropriate order form at extra cost. When laying carpet/mats only easy to remove two-sided residue-free adhesive tape (with PE/PP adhesives (non-toxic solvents)) is allowed.



If tape is used that is not fully removable or leaves traces, additional cleaning costs will be charged to the exhibitor.

- **Laser Equipment**

Operation of laser systems must be cleared with the organizer. Laser systems must conform to the requirements of "Safety of Laser Units" (DIN EN 60285-1). Laser systems of classes 3 R, 3 B and 4 must prior to being activated be notified to the relevant supervisory authority (Art. 5 of the Accident Prevention Regulations "Laser Radiation" DGUV Vorschrift 11). Notification is to be accompanied by a written invitation to a locally based radiation protection expert (rt. 6, DGUV Vorschrift 11 B2).

The installation of laser systems of classes 3b and 4 is to be cleared with the supervisory authority, the Health and Consumer Protection Agency (Amt für Gesundheit und Verbraucherschutz) and these are to be checked by a qualified expert before being switched on.

- **Light**

The installation of electronic devices and especially lighting on exhibition stands should be set up in such a way that outside of normal hours for visitors, they can be turned off to avoid unnecessary consumption of electricity. The exhibitor must ensure that all electrical equipment is switched off and back on again on a daily basis. The same applies for other special areas managed by the exhibitor.

- **Obligatory Waste Disposal Fee**

The overall waste disposal fee is obligatory and must be included in your online booking, or else it will be charged automatically.

- **Personal Safety Equipment**

Please do not forget to bring your personal safety equipment and make sure to work under safe circumstances for yourself and your environment at any times.

Please note that all persons accessing the exhibition halls during the setup must also be wearing **personal protective equipment, as this is mandatory during set-up**. This means a **reflective safety vest and hard-soled shoes** (runners, heels, ballet flats, sandals, etc. will not be permitted). Additionally, and depending on the stage of buildup, if rigging and crate removal procedures are still taking place hard hats may be required. In case your group does not have the required personal protective equipment, there is a high chance that they will be denied access to the exhibition halls during set up.

- **Responsible on-site team leader of stand building team**

Please note that it is obligatory that one English or German speaking team leader of the stand building team is present on-site during set-up and dismantling for coordination with MAW Exhibition Management, the venue and security staff.

- **Fire Protection and Safety Regulation**

There is a general smoking ban (in any form, also for example E-cigarettes) on CCH premises. This does not apply to designated open spaces and the specially designated rooms. It is generally prohibited to build exhibition stands using any highly inflammable materials, materials which drip when burning, form toxic gases or produce a lot of smoke such as most thermoplastics including rigid polystyrene foam or similar. For safety reasons, load-bearing structural elements may in individual cases be required to satisfy certain specific requirements (e.g. non-flammability).

Any mountings and ties required for structural, or load-bearing purposes may only comprise non-flammable materials.



Decoration materials must be classed as being at least flame-retardant (Class B1), may not drip when burning pursuant to DIN 4102-1, may only produce a limited amount of smoke or pursuant to EN 13501-1 must at least comply with Class C (C –s2, d0). A test certificate of the fire classification of materials used must be available for presentation.

Normally flammable, dripping decoration materials, e.g. artificial flowers, vine leaves, fruit, etc., are not allowed in overhead installations.

The use of naked flames of any kind is generally subject to approval. This also applies to the use of candles and ethanol fireplaces.

The use of marquees and canvas canopies for booths is problematic in general as these coverings adversely affect the sprinkler system. Booth coverings therefore need to be approved by the venue/ the Exhibition Management.

- **Fire extinguishers**

We generally advise all exhibitors to keep suitable extinguishing equipment on hand to fight fires.

The provision of extinguishing equipment is mandatory, however, in any of the following case, it is compulsory:

- Use of naked flames
- **Booth area >20m²**
- Use of stoves or electric heaters
- Other actions constituting a fire hazard

If fire extinguishers are kept at the trade fair booth, they should be water extinguishers complying with EN 3 or DIN 14406 standard. Carbon dioxide extinguishers (min. 5 kg) must be used in food preparation areas and equipment rooms, and a wet chemical extinguisher (min. 6 l) must be provided if a deep fat fryer is used, duly conforming to requirements set out in EN 3 or DIN 14406.

The equipment inspection intervals must be observed. The staff manning the booth must be briefed on the location and operation of the equipment and the relevant extinguishing agents.

The location must be identified with a sign reading "Feuerlöschgerät" (fire extinguisher) in accordance with DIN 4844.

- **Rotary cutters and all work with a naked flame (Welding & hot work)**

Permission for welding, cutting, soldering, thawing or abrasive cutting must be requested in writing from the Exhibition Management six weeks in advance. HMC shall be responsible for the issuing of permits for such work. The adjacent area must be adequately protected from danger during such work. Fire extinguishing material shall be kept in readiness in the immediate vicinity. After completion of the work, the workplace must be checked several times by an appropriate.

- **Covered stand ceilings**

The tops of all stands must in all cases be open, in order not to impair protection by the sprinkler system.

Definition of open ceilings:

The individual square metre must not be more than 50% under cover.

Example ways in which this can be achieved:

- Through the use of textiles suitable for use with sprinkler systems with a mesh size of at least 2x4 mm or 3x3 mm.
- Through the use of lattice-type coverings with an opening size of at least 2x4 mm or 3x3 mm.



- The textile cover must be fitted horizontally in a single layer. The textile covers should be taut and should not sag.
- Flame-retardant materials must be used as a minimum.

A test certificate verifying the properties of the material and its suitability for use with sprinkler systems must be submitted to the Exhibition Management before the start of assembly. This certificate must also be kept at the booth.

It is not possible to install a sprinkler system anywhere in the CCH building therefore the covered areas must be below 30m².

- **Use of Tools**

Use of bolt firing tools is prohibited.

Cuttings and shavings must be vacuumed up primarily for the personal safety of the staff (as in any workshop!) but it is also important for the prevention of the development of flammable/explosive mixtures and for general cleanliness.

- **Glass and Acrylic Glass**

Only glass suitable for the purpose may be used. For constructions made of glass, only safety glass or acrylic glass may be used. There are specific requirements for use of glass in floors, balustrades, walls and ceilings.

- **Meeting Rooms on Stands & Storage Rooms, Notice on Doors**

Separate rooms in booths located in the halls where people can go for a break must have a line of sight in the direction of escape and a clear view of the nearest emergency exit and escape route. Staff recreation rooms which can only be entered or exited via a separate room (closets) are not allowed at booths located in the halls.

Generally, the use of swing doors, revolving doors, code-entry doors and sliding doors is prohibited on rooms used by visitors at trade fair stands or exhibition booths.

The use of swing doors, revolving doors, doors with coded locks, sliding doors or any other restrictions to access in escape routes is permitted provided an appropriate building permit has been issued by the relevant authorities.

It must always be possible to open doors in the direction of escape.

If a door is situated on an escape route at the edge of the booth, it must not open into the aisle as this is an escape route to allow visitors to exit the hall in an emergency.

8.2 SECURITY & DANGEROUS GOODS

If an accident occurs as the result of a demonstration, the Exhibitor concerned must immediately carry out all necessary measures and accept the responsibility for the settlement of all matters concerning the accident.

- No inflammable substances or sensitive material with inflammable or explosive basis may be brought into the exhibition area without prior permission from the Exhibitors Support Service.
- Devices emitting ionizing radiation may not be operated within the exhibition area.
- Radioactive substances may not be brought into the exhibition area.
- Use of open flames is prohibited.
- Decorating material and wallpaper which are used by the Exhibitor must be fire-proof.
- Highly inflammable materials shall not be used in the erection, lining and outer or inner decoration of the stands.



- The use of **containers with pressure gas or liquid gas bottles** shall be subject to approval by the Exhibitors Support Service and by the competent authorities.

Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibit.

9 WORK ENVIRONMENT

Please take care when exhibiting fully functional machines (no dummies).

9.1 CONTROL

- Only products / machines which comply with the European Standards may be exhibited.
- Please make sure to be equipped with the standardized personal protective equipment.
- Exhibitors must be able to proof to the relevant authorities that their products have the necessary CE- marking.
- If there is an obvious risk of a serious accident involving personal injury as a result of a machine demonstration, the official local Safety Inspectorate may issue an immediate ban on further use.

9.2 SAFETY AT EXHIBITIONS

- The manufacturer / importer or his agent is responsible for ensuring that such devices / materials are sufficiently safe and must also have taken the requisite measures to ensure that said devices / materials do not constitute any risk of ill-health when properly used.
- Technical devices, e.g. machines, may be demonstrated at an exhibition even if they are not CE-marked, provided that the following conditions are met: "For Exhibition Demonstration Only" or "Not CE-marked".
- Before a device is activated (demonstrated), adequate safety measures must be taken to prevent accidents. For demo runs, it is of particular importance to ensure that there is an adequate cordoning / safety distance for visitors and stand personnel.
- Persons under the age of 18 (minors) are prohibited from using certain dangerous machinery.

10 STAND BUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither MAW, EANM nor CCH take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

Please do not forget to bring with you all certificates for all the materials used for booth construction as well as for all exhibits/machines. Also do not forget to bring the fire certificates for all materials in use.

10.1 GENERAL REQUIREMENTS

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- **Equipment to be shown or demonstrated must be placed within the exhibition space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impending aisle traffic.** All products and services must be safe in the opinion of EANM / MAW and have to have the approval of appropriate authorities.



- All activities in the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, giveaways distribution) may not take place in the immediate borders of the booth facing the aisles, as this might impede aisle traffic. **Such activities must be clearly identifiable in the booth layout sent in for approval to MAW.** EANM and MAW reserve the right to stop such activities in the booth immediately, if they are blocking passageways around the booth area.
- Exhibition booths must be staffed at all times during the exhibition hours. The exhibition areas are to be used only during the specified opening hours.
- It is forbidden to store flammable and dangerous substances in the exhibition area. The storage of empty packing must be booked through IML.

10.2 STANDBUILDING HEIGHTS

Max. stand building heights only with approval of the Exhibition Management MAW:

Exhibitors with <u>9 - 18 sqm</u> floor space:	3.00 m without rigging
Exhibitors with <u>19 - 99 sqm</u> floor space:	4.50 m upper edge incl. rigging and raised floor**
Exhibitors with <u>100 or more sqm</u> floor space:	6.00 m upper edge incl. rigging and raised floor**

Constructions higher than 2.50 m are only allowed with prior approval of the booth layout by MAW – showing all height indications. It is up to the exhibitor to check whether the planned stand construction heights can be realised at his stand position – please check accordingly!

**Upper edge of suspended item (truss/banner etc.), lights included. This indicated heights are from the hall floor to the top rim of truss or to the top rim of banner (suspended item) if no truss is used. A banner may also be attached directly to/around the truss (protruding the stand border is not allowed). There must be a gap of 1m between the top of elements erected from the floor and the bottom rim of suspended banner/truss, depending on the overall booth concept, position in the hall and heights of booth construction and suspended items.

10.3 SEPARATION WALLS

All stands **must be separated from the neighbouring stand(s) by means of a separation wall with a height of 2,5m.** The separation wall can be provided by the Exhibitor or can be ordered with the MAW online order form at extra cost. This separation wall shall be finished and white on the inside as well as on the outside.

These side and back walls of stands must be finished with white, neat and neutral panels - no logos - on the outside - not with cloth - and without cables hanging down on the back.

The standard height of stands/walls shall be 2.50 m (incl. platform).

For any variation from this norm height – see maximum stand building heights on page– specific permission must be obtained from MAW.

10.4 SUSPENSION FROM THE CEILING

Suspensions from the ceiling are allowed and possible upon request. The upper rim of the suspension may not exceed the maximum stand building height depending on your booth size. Please make sure that your required building height is feasible at your booth space. For further exact details of the processing please see page 31 “



Suspension Points". The "Suspension Request Form" will be forwarded after your request.





10.5 SUBMISSION OF CONSTRUCTION PLANS

It is obligatory to provide the following documents as pdf-files to eanm@media.co.at:

- Stand design/drawings to scale
- Ground view including measurements and meter grid
- Front elevation including height indication, cross section measurements
- 3-D view
- Plan - showing the position of exhibition equipment, machinery and/or installations (clear identification of presentation, quiz and give-away zones etc.)
- Installation diagrams (electricity, water etc.)

Construction plans for approval are required as soon as possible, at the latest by June 7, 2024.

If you exhibit with an umbrella/folding stand or order a rental modular stand no approval is required. Appropriate separation walls to your neighbouring stands, in the height of 2,5m, are obligatory in any case.

Important: If you have a column inside your booth area, please check with the Exhibition Management MAW if it has to be accessible and ask for the exact size. If you plan to cover the column, please provide a detailed drawing of the construction of the planned column covering to the Exhibition Management MAW. Depending on the stand design and structure, you might be asked to submit static calculations (at own cost). In any case nothing may be fixed directly onto the column.

Construction may not begin without approval by the Exhibition Management. The measurements of the booked area are outside measurements. Substantially completed stand constructions must not interfere with approved drawings. The Exhibition Management reserves the right to cancel stand operation and require changes in accordance with approved drawings and described stand concept.

10.6 TYPE OF STAND / SPACE

- Row Booth (1 side open)**

The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform). Exceptions up to the maximum allowed stand building height in each hall are allowed only when coordinated and approved by the Exhibition Management MAW. At the open side any solid walls, other parts of the booth structure or equipment are only allowed with special permission of the Exhibition Management MAW and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid wall parts must not be longer than 20% of the length of the booth and may not interfere with other exhibitors.

- Corner Stand (2 sides open)**

According to international custom, a corner booth shall be built open on 2 sides.

The standard height of the backwall towards the neighbouring stand shall be 2.50 m (incl. platform). Exceptions up to the maximum allowed stand building height in each hall are allowed only when coordinated and approved by the Exhibition Management MAW.

At the 2 open sides, any solid walls, other parts of the booth structure or equipment are only allowed with special permission of the Exhibition Management MAW and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid wall parts must not be longer than 25% – 35% of the length of the booth of each side and not interfere with other exhibitors.



- **Peninsula Stand (3 sides open)**

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides.

The standard height of the backwall towards the neighbouring stand shall be 2.50 m (incl. platform). Exceptions up to the maximum allowed stand building height in each hall are allowed only when coordinated and approved by the Exhibition Management MAW.

At the 3 open sides, any solid walls, other parts of the booth structure or equipment are only allowed with special permission of the Exhibition Management MAW and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid wall parts must not be longer than 25% – 35% of the length of the booth of each side and not interfere with other exhibitors.

- **Island Stand (4 open sides)**

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides.

At the 4 open sides, any solid walls, other parts of the booth structure or equipment are only allowed with special permission of the Exhibition Management MAW and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid wall parts must not be longer than 25% – 35% of the length of the booth of each side and may not interfere with other exhibitors.

10.7 RAISED FLOORS, STAIRS, AND RAMPS WITHIN EXHIBITION BOOTHS

The following regulations are essential to reduce the frequency of slip and trip incidences. General regulations relating to raised floors and ramped edges are as follows:

- **All raised floor sections with a height difference of 4 cm must be clearly distinguishable from areas of the surrounding floor space and must have a ramp which must be within the floor space booked and may not be placed in the aisles.**
- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- Permission must be granted by MAW before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.

10.8 FIRE CERTIFICATES / MATERIALS

- All material used to set-up the stand (partitions, backdrops, structures, platforms, linings fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof in compliance with the Decree of Ministry.
- Depending on how they are used, the materials must respond to the follow reaction to fire classes:
 - Class 1: walls, curtains, false ceilings and ceilings, platforms, and their coverings



- Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.
- Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (Venetian) or the like may not be used as these materials are not flameproof. If materials are not fireproof, they must be specially treated with fireproofing products.
- Avoid using paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are readily combustible, explosive, melt, drip or which in a fire emit toxic gases or large quantities of smoke.

Please bring the appropriate certificates (in English) on-site for all the materials you use.

For fire certificates/materials please also refer to the venue regulations.

10.9 FURTHER CONSTRUCTION REGULATIONS

- Signs may not project beyond the delimiting walls of the stand, and each Exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- Obstruction of the gangways and aisles shall not be permitted. Special care must be taken to avoid lights or spotlights that may be disturbing to visitors or neighbouring stands.
- Audio-visual and other sound devices that attract attention need to be shown clearly on the plan and will be permitted only in locations in which the visitor viewing them will be in the booth and not impeding aisle traffic. The volume level may not exceed 70dB(A). The sound may not interfere with the activities of the neighbouring Exhibitors. MAW reserves the right to stop such activities.
- MAW reserves the right to issue further instructions concerning the design of stands.
- Particular care shall be exercised in the passageways and accesses of the exhibition premises in order to avoid damage to the floors. Within the halls, only means of transport with PVC or rubber wheels should be used.
- It is not permitted to stick posters on hall or room walls or doors.
- Any counter, desk etc. or device (i-pads, screens etc.) which attracts visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a distance of approx. 1.00 m) in order to ensure that the visitors will be in the booth and not standing in the aisle.
- Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle. Depending on the size of the bars a distance of 1.50/2.00 m to the edge of the booth is required.
- Screens may not be placed directly on the edge of the stand. The required distance to the border depends on the size of the screens (LED-wall) and the size of the booth.



11 RULES AND REGULATIONS FOR MAW ONLINE ORDERS

Order Forms Online: <https://forms.maw.co.at/eanm24>

Orders will only be processed upon receipt of the letter of acknowledgement.

11.1 CONDITIONS OF PAYMENT:

Prices are net; the tax liability lies with the benefit recipient.

(for companies with Austrian VAT Nr.: + 20% VAT)

On receipt of the invoice, the exhibitor shall transfer the total sum to:

Account name /beneficiary name:	Med. Ausst.- u. Werbeoges.
Beneficiary Adresse:	Engerthstraße 128, 1200 Vienna, Austria
Bank name:	UniCredit Bank Austria AG
Bank address:	Rothschildplatz 1, A-1020 Vienna, Austria
Bank code:	12000
Account-Nr.	00256807900
BIC:	BKAUATWW
IBAN:	AT55 1100 0002 5680 7900

- Payment immediately upon receipt of the invoice – without charges to the beneficiary!
- Please indicate the invoice number on your transfer.
- All services will be invoiced before the congress.
- Deadline for ordering: June 28, 2024
- A surcharge of 20% will be charged on ordering after June 28, 2024
50% surcharge will be charged on orders after October 1 and for onsite orders.
- Onsite orders have to be paid by credit card and are without guarantee and time limit for delivery.
- No refund and / or change of orders given after the deadline June 28, 2024
- 100% cancellation fee for cancellations of any orders after June 28, 2024.
- Place of performance and jurisdiction: Vienna.

11.2 CONDITIONS FOR ORDERS:

- With the “EANM exhibition space order form” you ordered **floor space only** – wall separations, stand construction, lettering, furniture and electricity are not included.
- Prices include delivery to and removal from your booth space.
- Electrical connections for rented items are not included.
- All rented items are not insured automatically and need to be returned in good condition.
- Lost, damaged or stolen items, residues on the floor and/or other rented surfaces will be charged to the exhibitor.



11.3 CATERING

“Käfer Service Hamburg GmbH” is the exclusive in-house caterer at CCH. Exhibitors are allowed to use their own coffee machines but have to pay a corkage fee (€ 476,00 incl. VAT), which will be invoiced directly by the catering company. The Exhibitor may not sell food or drink for consumption on the premises.

Any planned catering activities by the Exhibitor must take place on the premises of the rented stand and within the official hours of the Exhibition. Sufficient storage and serving space within the booth area must be planned. Please refer to the stand building rules page 17.

Catering stations/bars may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic.

Catering activities must be kept at reasonable levels and may not disturb neighbouring stands or affect the overall appearance of the Exhibition. EANM/MAW reserves the right to cancel/stop such activities should it be deemed necessary, without incurring any responsibility and/or being liable for **compensation to the Exhibitor**.

11.4 CLEANING

The overall waste disposal fee is obligatory and must be included in your online booking. Otherwise, it will be charged automatically.

It includes:

- overall cleaning of the exhibit halls during and after set-up and dismantling
- removal of packing material and empty boxes (NO EMPTY CRATES)

The exhibitor must remove all construction waste of the booth after dismantling (e.g. wooden panels, floor elements, carpet rolls etc.). Otherwise, removal and cleaning costs will be charged automatically to the exhibitor (= the contract partner) after dismantling. Please advise your stand builder accordingly!

Cleaning of general surfaces walking aisles and heating/air conditioning will be provided by EANM. To organize cleaning of your booth area, please use the online order form. If any special cleaning service is needed, please get in contact with MAW.

Without the completed online cleaning order, no cleaning of the booth will be done.

The cleaning of the stands will be finished every morning before opening the exhibition. In case meeting rooms are located on the stand area please leave these unlocked during the night, otherwise, the cleaning staff have no access.

For cleaning of **(black) rubber marks** on delicate floors a special cleaning must be ordered, this is not included in the standard cleaning service.

You are asked to separate your overall waste. Please make sure that all waste is provided on the aisles for pick up on **Saturday, October 19, 2024, no later than 15:00 hrs.**

11.5 WATER CONNECTION AND DRAINAGE

Please note - water connection and drainage are not available in all exhibition areas – therefore limited and on request as follows:

- **Halle H:** via floor ducts/floor-mounted connectors
- **Saal 3:** not possible in all areas of the hall
- **Foyer 3 + H:** not possible in all areas of the hall



Please submit a dimensional drawing with the exact position(s) of the requested water connection(s) with your online order (use “Layout Fittings”).

Please indicate the planned day of installation upon submitting your order on the online order site.

The water connection is only possible with double flooring on your booth area.

Minimum height of double flooring: 80mm to cover the pipes as they will be laid on top of the hall floor.

Important information: It may be required that a water connection to a booth has to be taken from a neighbouring stand area!

11.6 Compressed Air

Upon request the possibility of installing compressed air connections in all halls will be investigated and, if feasible, an offer will be made based on the use of hired compressors with the necessary installation at the stand.

Please submit plans of connections, indicating back wall or any other fixed points of reference! Compressed air will be supplied from approx. 1 hour before the start of the exhibition until approx. 1 hour after the close of the fair. The organizer is not liable for any damages.

11.7 ELECTRICITY

IMPORTANT:

All the electrical installations within your booth area must be made according to the venue and electrical regulations and laws valid in Germany.

Please note consumption will be charged for every exhibitor who orders an electricity connection.

Depending on the stand construction, it may be necessary for the **construction to be earthed at a fee of EUR 39,00.** Our contractor will ascertain the necessity of this and carry out any necessary work while the stand is being constructed.

It will be evaluated case by case and if necessary, we will inform and invoice you onsite.

Regulations on installation and operation

The entire electrical installation is to be carried out in accordance with the latest safety regulations of the Association of Electrical Engineers (VDE). Special attention must be paid to VDE 0100, 0108, 0128 and IEC standard 60364-7-711. High/low frequency interference to the mains must not exceed the limits set in VDE 0160 and VDE 0838 (EN 50 006 and EN 61000-2-4).

Electrically conductive stand components, e.g. riggs, are to be included to prevent indirect contact (stand earthing/potential compensation).

Only cables with a minimum thickness of 1.5 sq mm (copper), such as H05VV-F and H05RR-F, may be used.

Bare electrical conductors/terminals may not be used in low-voltage systems. Secondary lines should be protected against short circuits and overloads. An information sheet is available on request at the CCH service partner. Flexible cables (including flat cables) may not be used under floor coverings unless they have been protected against mechanical loads. The power connection at the stand may only be used for the event once it has been inspected and approved by CCH.

If low-voltage halogen lamps are used, these should incorporate the appropriate protective glass. Protective glass is not required if proof can be presented that low-pressure material is being used.

CCH may take issue with incorrectly or badly laid cables and insist that remedial action is taken during the event if they pose a risk of injury.



Any cables which are not routed in/under raised floors, but which are laid on the booth floor must be protected from mechanical impact by cable ducts or other suitable aids. Carpets or rugs, etc. are not acceptable coverings for loose cables or leads under VDE guidelines.

Every stand that is to be provided with electricity (up to 415 V) will be given one or several connections with RCD protection switch (DIN VDE 0664 Section 2) and earthed wall socket (up to a maximum of 3.0 kW) or RCD protection switch, meter, and subsequent connection possibilities as per the order form.

ATTENTION:

If your installations are not connected properly, the official CCH electrician will not approve or switch on any power for the exhibition booth. Therefore, please take care in advance during your preparations to meet all regulations, use the correct material and make correct installations.

- **Should you require a change of service position once the service is in place, a fee of € 95. – will be charged per service.**
- The main electric supply will be laid on your booth area. All internal wiring must be done by the exhibitor's staff and the necessary material must be brought by the exhibitor.

Electricity is supplied from the following positions:

- **Halle H** – via floor ducts/floor-mounted connectors
- **Saal 3** – ceiling, along walls
- **Foyer 3 + H** – along walls and columns

Do not forget to bring your own converters and adapters, if needed.

The MAW Exhibitors' Support Service is not responsible for any losses of power or damage which may occur from interruptions, defects, or breakdowns in energy supplies.

The exhibit halls are tested against electro-magnetic interferences. Occurring failures in sensitive machines/computers are therefore without responsibility of the MAW Exhibitors' Support Service.

11.8 INTERNET CONNECTION

The Exhibitor has to comply with the **CCH technical guidelines WiFi and internet and the CCH AGB/GTB Internet.**

Please submit a dimensional drawing with the position of requested main connection point(s) with the order (use "Layout Fittings")! Should you require a change of service position once the service is in place, a fee of € 95. - will be charged per service.

INTERNET CABLE BASED

The **LAN-Connection-cable** will be installed on **one** position of the booth area.

No guarantee can be given that specific services will be entirely interruption-free, and that a connection can be established at any time, or that a specific data transmission rate can be maintained continuously, since this depends on operational factors outside the control of CCH and the Exhibition Management.

If you, for any reason, need the IP Address for your Internet-connection-line in advance please contact the Exhibition Management MAW.

Option 1: Internet access Basic

- Enables the direct, wired connection of one end device. The transfer takes place via a network data cable.
- 10 Mbit/s or 16 Mbits/s: technical specifications: down and upload, 8 or 16 dynamic IP addresses via DHCP, Endpoint: RJ45 plug)



Option 2: Internet access Comfort

- Enables the direct, wired connection of several end devices. The transfer takes place via a network data cable and a switch.
- 10 or 16 MBit/s: technical specifications: down and upload, 8 or 16 dynamic IP addresses via DHCP, Endpoint: 7 or 15 Port Switch)

WIFI

Provision of Wi-Fi on the stand to provide Internet to users. Distribution is limited to certain square metres. The 5 GHz frequency band will be used to ensure the maximum possible performance. The speed for individual users is 4-16 Mbits/s depending on the level of use and logged on users. An individually adapted SSID (network name) and PSK (password) will be handed over.

If you bring your own items, the configuration is at your responsibility –please consider our WiFi-Policy below.

WIFI-POLICY

The venue CCH has full WLAN coverage throughout the exhibition grounds in Hamburg conforming to the latest standards.

IMPORTANT:

- **Exhibitors intending to operate their own WLAN must notify the Exhibition Management MAW before the start of the event and the customer requires CCH'S prior written approval.**
- WLAN connections may only be set up and used for your own booth. The transmitting power is to be adjusted to this specific purpose and range. The power emitted at the edge of the booth must not exceed the maximum limit of 20mW.
- Permission may not be granted to third parties to use the connection, including the operation of unencrypted networks.
- The use of hot spots by means of mobile devices is also forbidden.
- The WLAN must comply with the WLAN standard in the 2.4 Ghz band in accordance with IEEE-802.11g /IEEE-802.11n with a maximum signal width of 20MHz (144 Mbit/s). Channels 1, 6 and 11 are the only channels which may be used.
- Channel bonding is not permitted.
- Exhibitors must use an SSID (network name) to identify the WLAN, duly allowing the network to be traced back to the hall and booth number. (ExhibitorNameHallBoothNumber) Should this duty of identification be neglected, the operator of the Wi-Fi network may be charged for a WLAN locating process.
- CCH shall check that all the requirements have been met during the event and during assembly and disassembly. Exhibitors failing to register their own WLAN systems shall incur an additional charge for the late inclusion of the networks in the WLAN management system.
- If the systems have been registered but the WLAN configuration specification is not met, the requested changes must be made. Further costs will be incurred if the network has to be configured by CCH.
- If other networks and/or the in-house WLAN network is disrupted by a WLAN operated by an exhibitor, CCH shall be entitled to ask the exhibitor to change the parameters, to register the WLAN and, if the problems persist, to disconnect the WLAN. In case of serious violations and/or major disruptions, the exhibitor's entire data link may be temporarily or permanently disconnected. The costs of taking this action and the full costs of the Internet connection and any optional services associated therewith will be passed on to the exhibitor in any event.



- In case of any breach of the above rules, CCH also reserves the right to issue a blanket ban forbidding the exhibitor to operate the offending WLAN or any other WLAN.
- Any equipment which is to be connected must comply with the telecommunication type approval ordinance and be approved by the regulatory authority for telecommunications and postal services.
- The Internet connections are based on an existing campus network which is linked directly to the Internet provider with direct high-performance connections with multi-gigabit data throughput rates. All the Internet connections are linked to this network, based on Ethernet switching technology, and are offered as an all-in flat-rate package linked all the way to your booth inclusive of unlimited online use and data transfer volumes. The line termination is based on the booked service either via RJ45 connector, pre-configured switch with at least 4 LAN ports or via DHCP router with two switches. The IP address in the LAN is assigned via DHCP (private range).
- CCH and its service providers make every effort to ensure the reliability of the campus network, building in a high degree of failure safeguards and catering for the requirements specific to the various events. It is not possible to issue a full guarantee of 100% availability and Internet access bandwidth. Furthermore, CCH and its service providers have no control over the routing within the Internet and the performance at or beyond the transfer points to outside providers.
- Any terminal equipment which is connected must be guaranteed not to adversely affect the operation of the Internet platform. Due regard must be had to the latest recommendations issued by the vendor and other relevant information with regard to service and security level. CCH reserves the right to disconnect ports and sockets or entire connections if the failure-free operation of the platform is put at risk by the equipment which is connected. The disconnection shall take place 30 minutes after a telephone call has been made calling for the fault to be remedied. The disconnection may go ahead without prior warning if the operability of the Internet platform is in serious jeopardy.

11.9 RENTAL FURNITURE

Rental modular booths, rental modular stand material, rental furniture and carpet will be completed/ delivered at the latest on **Friday, October 18, at midday** Before that time no delivery can be guaranteed.

Any additional on-site orders are without guarantee and time limit for delivery.

11.10 RENTAL MODULAR BOOTH

We offer two types of rental modular booths:

Standard:

- Set-up and dismantling
- Rib carpet - please choose color online
 - blue
 - anthracite
 - green
 - red
- Wall panels KANYA System - height ca. 2,50 m, white
- Wastepaper basket
- Fascia along opened stand front(s) - with lettering (max. width 180cm)
- Lighting, 1 LED spot 10W per 3 m² floor space
- Electricity: Stand feed line up to 3 kW AC, including 1 earthed socket



- Consumption fee for electricity
- One-time basic cleaning of booth (no cleaning of exhibits)
- Daily Cleaning (Vacuum-cleaning of carpet, wiping down of furniture – no cleaning of exhibits)
- 60l waste disposal during the exhibition days
- Standard lettering, max. 15 letters (Corner booths will have lettering on the two open sides.)

Optional at cost: Company Logo on Fascia Board – please order it online and submit it together with the online order of the rental modular booth – standard!

Upgrade:

- Set-up and dismantling
- Rib carpet – please choose color online
 - blue
 - anthracite
 - green
 - red
- Stand partition walls to neighbouring stands, white, height 2.50m, no visible shell scheme structure/frame
- Fascia on the open stand sides, side wall panel H&W approx. 250x30cm, incl. company name and Logo
- Lighting, 1 LED spot 20W per 3 m² floor space
- Electricity Stand feed line up to 3 kW AC, including 1 earthed socket
- Consumption fee for electricity
- One-time basic cleaning of booth (no cleaning of exhibits)
- Daily Cleaning (Vacuum-cleaning of carpet, wiping down of furniture – no cleaning of. exhibits)
- Wastepaper basket
- 60l waste disposal during the exhibition days
- Standard lettering, max. 15 letters (Corner booths will have lettering on the two open sides.)

Important note:

- Please submit a dimensional drawing with the position of your main electricity connection (use “Layout Fittings”) It will be otherwise installed automatically in one of the corners of the booth
- Please bring your own adapters and converters, if needed
- Please order any furniture needed separately
- It is forbidden to make holes, insert screws or nails into rental stand modules/walls.
- Please note that the rental booth and rental furniture will be ready by **Friday, Oct. 18, at midday.**
- Before that time no delivery can be guaranteed.

11.11 GRAPHICS AND LETTERING (IN CONNECTION WITH STANDARD RENTAL MODULAR BOOTH)

Deadline for Graphics and Lettering June, 28 2024. Please send your logo and graphics per e-mail to eanm@media.co.at.

Logo Print on Fascia Board:

Please submit your graphic data for the logo **print as print optimized in .eps or .pdf**, vectorized.

Proportion of Artwork:

The proportion of the data file must be 1:1.



Please always work with a trimming addition of at least 2 mm for system walls, excluded door elements, here please work with a trimming addition of 5 mm.

Colours:

Provided pictures must be stored in the color mode CMYK.

Other colours have to be clearly separated from each other, preferably in CMYK, Pantone C or HKS K.

All special colours have to be converted in 4c.

We work with the profile Iso_coated_v2.

This colour profile can be downloaded for free under eci.org.

Writings:

Writings have to be converted into paths. Elsewise all used fonts have to be provided as TTF or OTF.

Pictures:

A picture cannot be increased optional without any degradation. Therefore it has to be provided with a minimum dissolution. The rule of thumb: If a picture is generated with a scale of 1:10, it should have between 300-400 dpi minimum. With a scale of 1:1 it shouldn't fall below a dissolution of 30dpi.

Vector Graphics:

Vector graphics always have a clear outline and can be scaling into the infinite without any degradation.

All logos should be provided as vector graphics.

Print format/ print standard system elements

- no special colours, all colours converted in CMYK
- colour profile ISO_coated_v2
- writings converted in paths, or provided as TTF or OTF
- dissolution of all pictures minimum 30 dpi, we take no responsibility for a diffuse or rough pixelated rendition in printing.

Rental Modular Booth Standard - Backwall Branding Options

Standard backwall branding options are bookable online - see MAW online order site. For an individual offer and artwork dimensions please contact the Exhibition Management MAW per e-mail at eanm@media.co.at.

Option 1 – Standard rental modular booth

Graphic on foam board w: 1m x h: 2,5m

(Covering a wall panel section, no visible shell scheme structure.)

- After placing your order we will inform you about the correct measurements as they vary depending on booth type and panels covered.
- Please always provide a layout plan indicating the position of each graphic for on-site assembly to make sure that the graphics are installed in the right order.

Option 2 – Standard rental modular booth – upgrade

Fabric on slim frame w: 1m x h: 2,5m

(covering a wall panel section, no visible shell scheme structure.)

- After placing your order we will inform you about the correct measurements as they vary depending on booth type and panels covered.



- Please only use the print dimensions plus bleed that we specify.
- Please always send us a layout plan or graphic sequence for on-site assembly.

11.12 SECURITY SERVICE

In case a dedicated night guard is need please request a quote eanm@media.co.at

If ordered, a person responsible for the booth must be present at the start and end times of the ordered security service hours in order to check the start and end of the service. It is recommended to check the booth together with the security guard(s).

Exhibitors are advised to:

- not leave their booth unattended as long as visitors are still in the building
- cover all products or materials exhibited, or better, place them under lock and key.

Exhibitors are required to close objects of value in closets or show windows with thick glass that can be closed by locks. No special safety containers are available. Neither the general security service nor EANM nor the Exhibition Management MAW can accept liability for thefts, losses or damages of any sort occurring during the day or at night. Exhibitors exhibiting equipment of value should take out a complementary insurance policy.

11.13 STAFF/BOOTH HOST/ESS

Booth hostess/host(s) (no translator) speaks German and English. Additional languages on request. Standard uniform is black suit / white shirt. (Other uniform on request and upon agreement.)

Please note:

- Hostesses are only allowed to work on the booth or in a hospitality suite, but not in any other areas
- No photos, names or phone numbers of hostesses will be supplied in advance
- **Minimum order: 4 hours**
- **Maximum hours/day: 10 hours**
- Lunch-breaks (30 min.) and waiting time cannot be deducted
- Exhibitor Badges for hostesses are included and will be provided on-site at the exhibitor registration desk
- Please do not order hostesses for booth cleaning or carrying of heavy boxes. For this kind of work please order cleaning staff or workers.

Without any guarantee when ordered after the deadline!



11.14 SUSPENSION POINTS

Please note that suspension points are only available in Hall H.

Items may be suspended on the fittings provided and in compliance with the relevant German Social Accident Insurance Regulation (DGUV-V 17/18 (BGV C1)). Loads may only be attached to the fittings provided by the rigging service partner of the HMC (Neumann & Müller). The use of the suspension points is subject to notification, inspection, and a charge.

Please download the pdf order form from the MAW online order site:

<https://forms.maw.co.at/eanm24>

All suspensions and modified constructions are to be carried out in accordance with the employer's liability insurance association regulations and general rules of technology. Suspensions are largely possible on the technical equipment provided for this purpose but require authorization from the Exhibition Management and CCH. Ceiling suspensions are carried out exclusively by Neuman & Müller.

With regards to the application of crossbeams, mobile event technology, working, carrying and connecting equipment, lifting/hoisting equipment, rope end connections and the protective equipotential bonding for the structure parts to be suspended, the pertinent safety regulations and accepted rules of technology – the following must be observed in particular:

- ▪ DGUV regulation 1,
- ▪ DGUV regulation 3,
- ▪ DGUV regulation 17,
- ▪ DGUV regulation 54,
- ▪ DGUV information 215-313,
- ▪ DGUV information 215-314,
- ▪ IGWV SQ P1 (crossbeams) and
- ▪ IGWV SQ P2 (electric chain hoists)

Please note that the total load of the ceiling grid in hall H is limited and subject to the overall weight of all rigging projects combined. Therefore, in certain cases you might get asked to change your project slightly (move hanging points, loads, etc.) to not stress the structural integrity of the ceiling grid.

OBLIGATORY PROCEDURE AND RULES

- For suspension, please ask us (MAW) for the ceiling grid of your booth area to plan your rigging project.
- It is obligatory to plan your hanging points within/on the layout with the ceiling grid. Either include the ceiling grid on your rigging sketch or include your hanging points (incl. exact position and weight per point) on the layout with the ceiling grid.
- You must indicate the desired hanging points on this grid and return it to us, together with the indication of the weight per hanging point and the total overall weight.
- The max. weight limitation per point/running meter must always include weights for any material like manual or electric chain hoists, PA, Spots etc.
- In either case, please provide us with the needed information in a PDF-file. DWG is possible but only in addition to a PDF-file.
- You must statically calculate your rigging project (hanging points, total weight, point loads, etc.). In case of inconsistencies during the approval process you may be asked to present this official static calculation.
- If you are not able to calculate your project, we will provide you with the contact details of the recommended rigging partner.



- Please also send a 3D-plan showing the heights, booth elements and orientation within the exhibition hall.
- You can bring with you the relevant connection, assembling and suspension parts as well as safety belts with steel inside or steel chains to affix your banner or structure. Or you may book trusses and connection material after request at extra cost.
- Rigging projects will only be confirmed in connection with the approval for booth design.
- The use of four manual chain hoists is only permitted if the strain on the system between two manual chain hoists amounts to at most half of the permitted maximum strain specified by the manufacturer or a static analysis.
- Manual chain hoists need to be secured at extra cost by the inhouse rigging team. We need to know day and time in advance. For this service it is obligatory that the floor of your booth is not laid.
- Delivery points will not be provided on working height.
- Scissors lifts are not included and need to be booked with the separate scissors lift rental form.
- Additional rigging material like e.g., trusses as well as spots and light sources can be ordered via MAW.
- The submitted plan will be checked and the final number of feasible hanging points will be reconfirmed to you.
- Upon reconfirmation no further changes or additions of hanging points are possible, and the number of points and needed material will be invoiced to you according to the individual project.
- Please note the strict **deadline of June 28, 2024**. Any order after this date cannot be guaranteed. By this date you must provide us with all necessary details regarding your rigging project.

Important: Securing with DOUBLE SAFETY BELTS is OBLIGATORY (only for motor chain hoists that are not standard D8+ and manual chain hoists.) and will be done by our recommended rigging partner and the cost depends on the number of hanging points and will be communicated to you in advance.

Please also note the following additional information.

Ceiling suspensions

- Higher loads must be requested and coordinated with the Exhibition Management and Neumann & Müller. Any costs for necessary static tests will be charged to the client.
- The provided steel ropes must only be strained vertically.
- Structures to be suspended may only be located within the boundaries of the booth.

Construction notes

- Suspensions that are used to secure erected structures (rigid and/or force-locked connections to hall floor) are generally not permitted.
- Crossbeams and wooden structures must always be used in accordance with the specific type of static (manufacturer's instructions) and the static stress analysis. Static analyses are required for structures and loads/strains that are not defined in the manufacturer's instructions.
- Crossbeam components may only be installed expertly and not in worn state.

The following information must be permanently attached:

- - Manufacturer
- - Year and month of construction
- - ID no.
- - Inherent weight in kg



- Floodlights, loudspeakers, monitors, etc. must be additionally fitted with a second, independent safety rope (secondary safeguard).
- Suspended objects are exclusively supplied with power from the booth connection. A separate power supply from the hall ceiling is not possible.
- Crossbeams with lighting installations must be fitted with an additional protective-equipotential bonding.

Working materials

The manufacturers of working materials used as securing elements or rigging/load lifting equipment state their load-bearing capacity or minimum breaking force.

The following applies for suspending loads above persons:

- If the load-bearing capacity (WLL) is stated, this working material may only be stressed with at most half of this value.
- If the minimum breaking force is stated, this value must be divided by the required operational coefficient to obtain the maximum permissible load-bearing capacity.

Working materials for which the load-bearing capacity values for suspending loads above persons have been verified may be used in accordance with the manufacturer's instructions.

Lifting equipment

The use of lifting equipment must be stated in the order process and coordinated with the Exhibition Management und Neumann & Müller.

Manual chain hoists

- **Load movements with chain hoists above persons are strictly prohibited.**
- Due to the high asynchronism only point loads with a maximum weight of 50 kg may be moved manually.
- Manual chain hoists must be moved out of the load after installation and set-up work.
- At most four manual chain hoists may be used simultaneously with distributed loads and surface loads. The use of four manual chain hoists is only permitted if the strain on the system between two manual chain hoists amounts to at most half of the permitted maximum strain specified by the manufacturer or a static analysis.
- The nominal load-bearing capacity stated by the manufacturer must not be exceeded at any time during application.
- The maximum permitted load for the applied span must be calculated and verified on request.
- All manual chain hoists must be staffed simultaneously when lifting loads; the load must be moved as synchronously as possible.
- A chain box that is approved for the chain hoist must be available.
- The load chain may not be used for rigging loads.


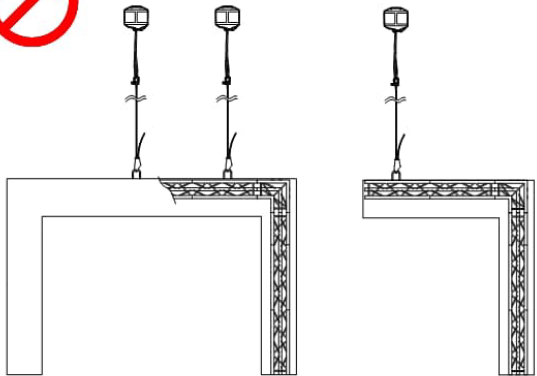

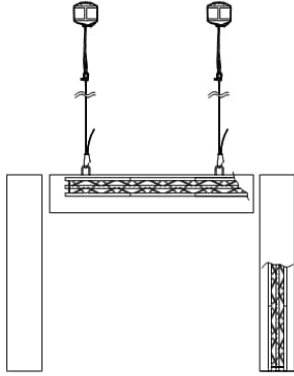

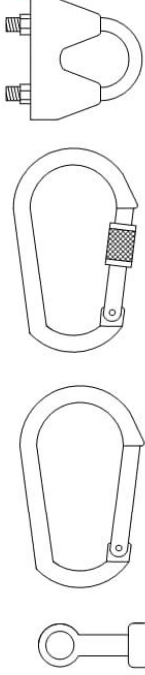
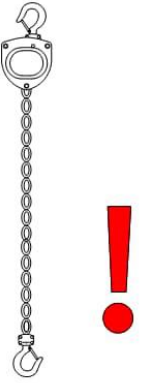
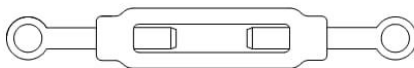



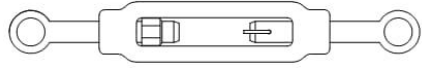


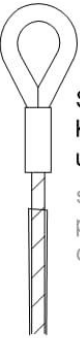


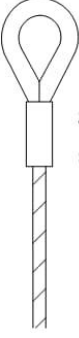
Electric chain hoists

- The nominal load-bearing capacity stated by the manufacturer must not be exceeded at any time during application.
- Electric chain hoists may only be used in tested state and marked with a corresponding test label.
- Electric chain hoists must be suspended so that the chain does not get into contact with anything and cannot retract diagonally.
- With climbing hoists, the chain must be able to safely retract into the chain box. Make sure that the chain can also safely extend and retract without attached load. Only qualified persons may operate electric chain hoists. The operator must monitor the movement procedure of the electric chain hoists and the load.



- The electric chain hoist D8 is not approved for suspending and moving loads above persons in accordance with DGUV regulation 54. A D8 chain hoist may only be used in event and production technology for assembly and disassembly and for lifting loads. After terminating the load movement, a secondary safeguard must be installed and the power supply to the chain hoist must be cut off. The applied secondary safeguards may not allow any drop.
- The electric chain hoist D8 Plus is not approved for moving loads above persons. Stationary loads may be suspended above persons without secondary safeguard. The power supply to the electric chain hoist must be cut off. The chain hoist D8 Plus must be visibly labelled as such.



<p>NICHT ERLAUBT NOT ALLOWED</p>	<p>ZULÄSSIG ALLOWED</p>
<p> Decken- Boden Verbindung connection between floor and roof</p> 	<p></p> 
<p></p>  <div style="border: 1px solid red; padding: 10px; display: inline-block; text-align: center;">  <p>mehr als 4 Handkettenzüge gleichzeitig more than 4 manual chainhoists simultaneous</p> </div> 	<p></p> <p> DGUV 17 nur nach DGUV Vorschrift 17 mit DGUV Test Prüfbescheinigung only by DGUV regulation 17 with DGUV test - certificate</p> <p>Anschlagmittel nach DGUV Information 215-313 slings by DGUV Information 215-313</p> <p> nur mit Tragfähigkeitsangabe only with load-carrying capacity information</p> <p>nur mit DIN Stopmutter oder Sicherheitssplint only with self-locking nut or split pin</p> 
<p></p>  <p>langgliedrig long-link</p>  <p>Stahlseil Kunststoffummantelt steel rope plastic coated</p>	<p></p>  <p>kurzgliedrig short-link</p>  <p>Stahl steel</p>



Maximum Height and Handover Height of Hanging Points

Your hanging points will be made available in a certain height: **7,75m**

Max. height of suspended object including the truss is equal to the max. stand building height in the Hall, therefore upper rim (incl. the truss): **Hall H: Max. height truss (upper side) 6m**

Suspension Materials

All used materials must be compliant with German laws and regulations. If not adhered to, CCH/MAW has the right to deny suspension on-site.

Equipotential Bonding Conductor Connection

Equipotential bonding is essentially an electrical connection maintaining various (exposed) conductive parts – such as trussing – at substantially the same potential. It is therefore necessary that all such parts are bonded to the electrical service earth point of the venue.

For all electrical load/usage it is obligatory that the exhibitor installs this connection on all metal constructions such as trussing that are not connected to each other. This will be checked on-site by the official electrician.

Cost for Suspension Points

- The early rate will only be granted if a correct sketch with the suspension points indicated on the ceiling grid according to the rules in the Exhibitors' Manual is received by June 28, 2024, otherwise the late rate will be charged automatically.
- Auxiliary construction hanging points is charged for suspension points not positioned on the existing ceiling grid of an exhibition hall. In this case also additional charges will occur for metal tubes and other necessary material as well as labor costs for the preparation works on the ceiling in order to enable such auxiliary construction hanging points. Therefore, an individual project cost will be put together for the exhibitor and you will receive a quotation. After your final approval the invoice will be issued.
- Depending on the project a statics calculation might be requested by the venue and must be supplied at the cost of the exhibitor.

Mandatory Rigging Company

Neumann&Müller is the mandatory partner for Rigging at the CCH. If you plan a rigging project Neumann&Müller will work on it and you will receive a quotation for your project from us. If you do not bring your own material as trusses or fixations as well as you need a load calculation, they can provide it at extra cost.

Suspension technicians are only available during regular working hours.

You need to submit in any case the suspension points order form and the project for approval to MAW.

SAFETY WIRES

Safety wiring works must be carried out by the exhibitor/stand builder and adhere to the legal basis and governmental regulations that can be found here: [DGUV Information Guide 215-313 Overhead Loads \(vbg.de\)](#).

Further details can also be found in the DGUV Regulation 1, the DGUV Regulation 17/18 (incl. Rule 115-002), the DGUV Regulation 54, and the igvw SQ P1/P2.

The Exhibition Management MAW/CCH Venue reserve the right to refuse the further installation of hanging structures, respectively stipulate further measures, if safety works are not carried out correctly. In case you need assistance, you can book a rigging technician and scissors lift at extra cost.



SCISSORS LIFT

Please keep in mind that hanging points will be handed over at a certain **height AND NOT WORKING HEIGHT**. Rental of Scissors Lift is possible at cost and needs to be ordered through MAW directly. Please contact MAW: eanm@media.co.at

By signing the order for the scissors lift the renter automatically agrees to the following terms and conditions: Prior to the initial use of the scissors lift, every renter must instruct the operators (e.g. contractors, employees, etc.) in the correct operation of the scissors lift. The renter of the scissors lift will be liable for injuries to third parties caused by the self-propelled work equipment and will hold harmless and indemnify EANM/MAW/CCH/IML against any such claims. In the event of accidents or losses or damages, the renter will be liable for all damage to the work equipment as well as any losses arising from stoppages.

MAW Exhibition Services – online portal: <https://forms.media.co.at/eanm24>